COMPILATION OF STANDING ORDERS OF THE GOVERNMENT OF BOMBAY.

FORESTS.

CHAPTER I.

ORGANIZATION OF THE FOREST SERVICE.

I. CONSTITUTION OF THE FOREST DEPARTMENT.

1. The compilation of this book was ordered in Government Resolution No. 1880, dated 9th March 1904. It contains orders of Government issued up to end of October 1910.

A. Imperial Branch.

Appointments.

Appointments.

2. Candidates who have obtained the diploma in Forestry at Oxford University, and are found to be of sound constitution and free from physical defects (the final decision on which points will rest with the Secretary of State for India), will be appointed Assistant Conservators in the Forest Department of India, in the order of their standing at the end of the final examination held at the University.

Articles of agreement and embarking from England.

3. Within a month of his nomination as Assistant Conservator, each nominee must sign articles of agreement describing the terms and conditions of his appointment, he must embark for India when required to do so, by the Secretary of State, and will be provided with a free passage. Failure to embark at the stated time will, in the absence of satisfactory explanation, lead to forfeiture of appointment.

Date of commencement of service and initial pay.

4. The pay of an Assistant Conservator of Forests will begin from the date of reporting his arrival in Bombay to the Under Secretary, Revenue Department. Probationers who acquit themselves creditably during their course at Oxford will begin on a salary of Rs. 380 a month.

Gradation list and pay.

5. The Bombay branch of the Imperial Forest Service comprises the following appointments :—

No.	Designation.	Amount.
	Imperial Forest Service.	Rs.
1	Conservator, 1st Grade	1,900
1	Do. 2nd Grade	1,700
1	Do. 3rd Grade	1,500
22	Deputy and Assistant Conservators, pay Rs. 380, rising in 20 years to Rs. 1,250, mean pay Rs. 817 each.	17,974
2	Deputy and Assistant Conservators, pay Rs. 380, rising in 20 years to Rs. 1,250, mean pay Rs. 817 each, for India List appointments.	1,834
27	Total ...	24,708

I. Constitution of the Forest Department.

A. IMPERIAL BRANCH—*continued.*

Appointments—*continued.*

Conservators will not be entitled to receive exchange compensation allowance; and no acting promotion from grade to grade will be allowed for privilege leave vacancies.*

There are now 24 Deputy and Assistant Conservators excluding the 4 pilot appointments absorbed in the Provincial Service, and the pay of these Officers is fixed on the length of service according to the following scale:—

In the 1st year of service		Rs. 380 per mensem.
„ 2nd	„	420 „
„ 3rd	„	460 „
„ 4th	„	500 „
„ 5th	„	540 „
„ 6th	„	580 „
„ 7th	„	620 „
„ 8th	„	660 „
„ 9th	„	700 „
„ 10th	„	750 „
„ 11th	„	800 „
„ 12th	„	850 „
„ 13th	„	900 „
„ 14th	„	950 „
„ 15th	„	1,000 „
„ 16th	„	1,050 „
„ 17th	„	1,100 „
„ 18th	„	1,150 „
„ 19th	„	1,200 „
„ 20th and following years of service		1,250 „

The above scale of pay takes the place of the former grade pay, officiating allowances (below administrative rank) and exchange compensation allowance, but it will not affect existing special and local allowances such as those set forth in the Forest Department Code, and the corresponding allowances in Bombay and Madras. These allowances are granted to meet special conditions which remain unaltered.

(i) Whilst drawing pay up to and including Rs. 540 a month an Officer will be styled "Assistant Conservator" and when drawing pay at Rs. 580 per mensem and upwards he will have the rank of a Deputy Conservator.

(ii) Until he has passed the examinations prescribed in Article 74, Forest Department Code, an Assistant Conservator may not draw pay at a higher rate than Rs. 460 a month. On passing the examinations he will resume drawing pay under the time-scale at the rate to which his length of service entitles him.

(iii) Local Governments are authorized to stop the incremental rise of pay of any Officer whose work, in its opinion, is not of a satisfactory nature.

* Government Resolution, Revenue Department, No. 3903, dated 23rd April 1906.

No. 96.

Page 3, Section *7a*.

Substitute the following for the existing section :

(*i*) Local Governments may sanction to any specially appointed working-plans officer and to any officer appointed to assist him an allowance for the period during which these officers are specially employed on such work, provided that the total amount of such allowance or allowances does not exceed Rs. 100 per mensem. In the case of a Divisional Officer entrusted with the compilation of a working-plan in addition to his ordinary duties, the Local Government, if satisfied that the plan has entailed very considerable extra labour, may sanction to that officer and to any officer employed to assist him in the compilation of the plan a similar allowance, provided that the total amount of the allowance or allowances does not exceed Rs. 100 per mensem. The amount of the allowance to be given to each officer and the period for which it is granted in the case of each will be decided, on the merits of each case, by the Local Government concerned..

The allowances referred to above will be treated as compensatory.

In the foot-note *for* '||' "Government Resolution.No. 3270, dated 1st April 1909" *substitute* the following :—

Revised section 39 (*i*) of the Forest Department Code, 7th Edition.

I. Constitution of the Forest Department.

A. IMPERIAL BRANCH—*continued.*

Appointments—*concluded.*

(iv) As heretofore a Deputy Conservator officiating as a Conservator will be entitled to a salary equal to the pay of the lowest grade of Conservator.*

These appointments are reserved for the Imperial Forest Service, provided that a number up to 6 appointments, in the Bombay Presidency, in the classes of Deputy and Assistant Conservators combined, as opportunity occurs, be absorbed into the Provincial Forest Service.†

Provident Fund.

6. Officers entering the Forest Service will be required to contribute a subscription, ranging from a compulsory minimum of 6¼ per cent. up to a voluntary maximum of 25 per cent. of their salary, to the General Provident Fund. Such contributions, with compound interest amounting to 4 per cent., will accumulate till the date of retirement, when the total sum will be paid to the contributor, or in the event of death before retirement to his legal representative.‡

Allowances.

Special allowance of Rs. 100 to a Deputy Conservator in charge of a circle.

7. The extra allowance of Rs. 100 granted to a Deputy Conservator in charge Sind Circle, vide Government Resolution No. 2845, dated 5th April 1905, is extended to the case of a Deputy Conservator in administrative charge of any Forest Circle in Bombay on the understanding that the Deputy Conservators will only be put in charge of any of the Bombay Presidency Circles proper as a temporary expedient to avoid unnecessary transfers for short periods.§

Special allowances while preparing working plans.

7a. *Working Plans.*—The Bombay Government may, when a working plan has been approved and accepted, sanction to any officer who may have been in charge of such plan, a remuneration which shall not exceed Rs. 100 per mensem for the time during which he has been at work on such plan. In the case of a specially appointed working plans officer, no remuneration shall be granted unless the Local Government is satisfied that the officer has undergone exceptional exposure or incurred exceptional expenditure. In the case of a Divisional Officer entrusted with the compilation of a working plan in addition to his ordinary duties, the Local Government, if satisfied that the plan has entailed very considerable extra labour, may sanction a similarly limited remuneration. The amount of the allowance and the period for which it is granted will be decided on the merits of each case, by the Local Government concerned.‖

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* Government Resolution, Revenue Department, No. 3665, dated 4th April 1907.

† Government of India Circular No. 17-F, dated 4th November 1896.

‡ Proceedings of the Government of India in the Finance and Commerce Department, No. 2881-P, dated 1st July 1896.

§ Government Resolution, Revenue Department, No. 8098, dated 8th August 1908.

‖ Government Resolution No. 3270, dated 1st April 1909.

I. Constitution of the Forest Department.

A. IMPERIAL BRANCH—*continued.*

Allowances—*concluded.*

When two or more officers have been in charge of the same plan or plans, the remuneration granted should be divided in proportion to the time that each officer was in charge, subject to the considerations of the quality of the work and labour entailed in each case.*

In the case of two officers collecting data for a working plan, of which one is acting under orders of the other, the senior officer only is eligible to receive extra allowance. [Read letter from Government of India No. 520-164—2F, dated 8th June 1897.]†

Dang's allowance in Surat District.

7b. An allowance of Rs. 150 per mensem is allowed to the Divisional Forest Officer, Surat, for holding charge, in addition to his divisional duties, of the Assistant Political Agent's Office in the Dangs.‡

Examination allowance.

7c. For examination allowance *vide* section 70.

Deputation allowance.

7d. An officer deputed on special duty may be allowed to draw the pay or salary which, but for his deputation, he would have continued to draw either as substantive or officiating. If the duties involve a decided increase of work or responsibility in comparison with the duties of his regular appointment, or require a change of station, the officer may, in addition, be allowed to draw a deputation allowance which may not, except in special cases and with the special sanction of the Government of India, exceed one-fifth of his salary, or Rs. 10 a day, whichever is less.§

Allowances when acting in a higher class or grade.

8. The allowances of Forest Officers of all classes and grades and of office employés acting in a higher class or grade than their own, are governed by the provisions of the Civil Service Regulations.

Travelling allowance.

9. Officers of the Forest Department can claim travelling allowances only under the rules laid down in the Civil Service Regulations.

Promotions.

Promotion, leave and pension.

10. Promotion, leave and pensions will be governed by the regulations laid down by the Government of India and made applicable to Forest Officers, such regulations being subject to any modifications or alterations which may be made in them

* Government Resolution, Revenue Department, No. 8331, dated 11th October 1894.
† Government Resolution, Revenue Department, No. 4822, dated 28th June 1897.
‡ Government Resolution No. 7984, dated 14th November 1903.
§ Civil Service Regulations, 4th edition, Article 81, and Government Resolution, Financial Department, No. 1875, dated 20th May 1884.

Page 4, Section 7-A.

Add the following clause:—

When a Divisional Officer completes a working plan in addition to his own duties, and also in the rare cases in which a specially appointed Working Plans Officer may be recommended for remuneration, the Conservator shall of his own motion report to Government whether any allowance should be granted. The recommendation for an allowance should depend upon—

(*a*) the manner in which the work has been done and the Plan has been prepared,

(*b*) the area and revenue of the range involved, and

(*c*) the additional labour thrown upon the officer concerned.‖

Add the following to the foot-note:—

‖ Government Order, R. D., No. 7142, dated 19th July 1916.

I. Constitution of the Forest Department.

A. IMPERIAL BRANCH—*continued.*

Promotions—*concluded.*

from time to time by the Government of India, and their interpretation in case of any doubt arising, being left to that Government.*

Promotion not regulated by seniority alone.

11. Promotion will not be given and cannot, under any circumstances, be claimed, on grounds of seniority alone.†

Acting appointments in circles.

12. The present system in the Forest Department under which the junior acting officer on the general list is displaced by the return to duty of a pemanent incumbment, might and apparently sometimes does, lead to a reduction of establishment in one circle in consequence of an addition to the strength of another. Instead of the present practice, the rule should obviously be that on the return to duty of a permanent incumbent, the junior acting officer in the circle to which the permanent incumbent returns should (failing special orders of Government to the contrary) be deplaced. It is meant by the above orders that when a higher officer in a circle goes on leave, a lower official in that circle officiates.‡

Officiating, substantive *pro tem.*, carried by "pilot" appointment.

13. An officer of the Imperial Service, who stands on the list next below the transferred appointment, should act in the higher grade, and that the permanently substantive step should go to the Provincial Service only when the appointment in question is transferred permanently and not temporarily to that service.§

Grant of substantive promotion to officers lent on foreign service.

13a. The claims to substantive promotion of officers on foreign service will be considered and normal promotion will be granted if the duties and the character of his foreign service are such as to qualify him for promotion.

If the controlling authority considers that the transferee's fitness for promotion in British Service is becoming impaired by long absence in foreign service a warning should be issued to the officer responsible for his retention in foreign service.‖

Leave.

Leave rules.

14. Leave rules, as given in the Civil Service Regulations, apply to Gazetted Forest Offices.¶

Application for leave.

15. Gazetted officers should give the earliest possible intimation of their intention to apply for leave to the Private Secretary, for the information of His Excellency the Governor.$

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* Government Resolution No. 200, dated 10th January 1898.
† Bengal Forest Department Code, clause 42, 5th edition.
‡ Government Resolutions No. 5634, dated 7th August 1886; and No. 2398, dated 21st April 1887.
§ Circular letter from the Government of India, No. 1-F, dated 3rd January 1901, *vide* Government Resolution No. 1180, dated 18th January 1901.
‖ Government Resolution, Financial Department, No. 3890, dated 12th October 1906.
¶ Government Resolution No. 2478, dated 23rd July 1894.
$ Government Resolution No. 11, dated 3rd January 1895.

I. Constitution of the Forest Department.

A. IMPERIAL BRANCH—*continued.*

Leave—*continued.*

Urgent private affairs and privilege leave.

16. Leave on urgent private affairs and privilege leave may be granted now to officers of the Forest Department when Government are satisfied of the absolute necessity for the leave applied for, and can arrange for the conduct of the duties of applicants during their absence.*

Certificate required when on leave in ill-health before returning.

17. Officers granted long leave to Europe on account of ill-health will not be permitted to return to duty unless they first obtain a certificate of fitness for duty in India.†

Casual leave.

18. Casual leave may be granted by heads of offices to subordinates for periods of not more than 20 days in each year or 7 days at one time. Under Government Resolution No. 492, dated 8th February 1875, the responsibility for seeing that the concession of casual leave is kept within proper and prescribed limits, and for reporting any abuse, rests on heads of offices.‡ Only in most exceptional circumstances should casual leave be extended to 10 days at one time. It cannot be added to public holidays or any other leave. §

Responsibilities while on casual leave.

19. Officers who may leave their posts on unofficial leave carry their responsibilities with them. Casual leave can never be admitted as a plea for anything going wrong. It is advisable to discourage as much as possible all allusion in official documents to casual leave. ‖

Casual leave in conjunction with other leave only under certain conditions.

20. Casual leave cannot be attached to other leave or public holidays.¶

Public holidays can be enjoyed other than at the gazetted time.

21. Government servants who have to attend to emergent work during general holidays are entitled to subsequent leave to make up for it.$

Rules regarding employment while on leave.

22. No Gazetted Officer of Government, who is in receipt of furlough or leave allowance, may, without the special orders of the Government of India, take service under any other employer in India, and no such officer, whose services have been lent to any other employer in India, can take leave or obtain leave allowances from the

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* Government Resolution No. 1356-Fam., dated 24th June 1897.
† Government Resolution, Financial Department, No. 3354, dated 31st July 1897.
‡ Financial Department Circular No. 4192, dated 26th October 1907.
§ Government Resolution No. 9, dated 4th January 1897.
‖ Government Resolution No. 492, dated 8th February 1875; and Government of India, Financial Department, No. 32, dated 7th January 1876.
¶ Government Resolutions No. 4490, dated 7th July 1888; and No. 320, dated 22nd January 1876.
$ Government Resolution, General Department, No. 7182, dated 22nd December 1902. Government Resolution No. 1368, dated 2nd May 1874.

1.

Section 18, page 6.

Add the following to this section:—

"This order does not debar the inclusion of holidays in casual the limits prescribed above are not exceeded."

2.

To Foot note '§', page 6.

Add:—'and No. 4539, dated 9th July 1903, Revenue Department, and No. November 1910, Financial Department."

I. Constitution of the Forest Department.

A. IMPERIAL BRANCH—*concluded.*

Leave—*concluded.*

Government of India, unless he actually quits his employment for a period of such leave. In the case of a non-gazetted officer the previous consent of his departmental superior is sufficient.*

Leave during the working season.

23. As a rule, privilege leave will not be granted to Forest Officers during the hot weather months. Except for very special reasons, privilege leave should not be applied for and cannot be granted to Forest Officers during the cold season, as they cannot leave their districts without detriment to the public interest.†

Pensions.

Pension rules (see Civil Service Regulations).

24. The pension rules for Gazetted Forest Officers on the Imperial and Provincial Forest lists are governed by the rules given in the Civil Service Regulations.

Extra pension to Conservators.

25. Conservators of Forests who have rendered not less than three years' effective service in any grade may, provided they have shown special energy and efficiency during such service, be allowed by the Government of India an additional pension of Rs. 1,000 per annum, under Article 475 of the Civil Service Regulations (4th edition), subject to the condition that, if a Conservator voluntarily retires and has served only in the Second or Third Grade or has rendered less than three years' active service in the First Grade, he must have completed 28 years' total qualifying service in order to be eligible for the concession.‡

Transfers.

An officer transferred should only give over charge to the officer appointed by Government to take his place.

26. Instances have occurred wherein officers transferred from one appointment to another have, without awaiting the arrival of the person appointed to relieve them, delivered over charge to Junior Assistants and quitted the station without orders. I am directed to inform you that the Right Honourable the Governor in Council is pleased strictly to prohibit such an irregularity, and to direct that no officer so circumstanced make over the office of which he may be in charge to any person except the person regularly appointed to this situation, unless a special order of Government authorize any other mode of procedure.§

Resignation.

Resignation.

27. The Government of India alone have the power to accept the resignation of officers of the Imperial Forest Service.

* Government Resolution, Financial Department, No. 2635, dated 6th June 1899.
† Government Resolutions No. 6553, dated 8th December 1879; and No. 1558, dated 24th March 1874.
‡ Government Resolution No. 6897, dated 16th July 1909.
§ Circular No. 627, dated 23rd January 1833.